

RESIDENT CARE MANAGEMENT IN NURSING HOMES

In order for an educational course to satisfy this domain the course curriculum should have covered the majority of the following areas.

Federal state and local standards and regulations; Aging process (psychological); Aging process (physiological); Definition, concept, and basic principals of nursing; Basic principals of restorative nursing; Basic principals of rehabilitation; Basic principals of infection control; Basic principles and regulations for handling administration, labeling, record keeping, and instruction of drugs and biologics; Resident care needs; Resident Assessment Instrument (RAI) and interdisciplinary care plan requirements and process; Admission, transfer, and discharge requirements/regulations; Techniques of auditing resident care and service outcomes; Roles of resident care staff and consultants; Physiological, social, emotional, psychological, spiritual, financial, and legal service needs of residents and their families; Communication techniques; Dynamics of interpersonal relationships; Available resources (e.g. community, social, financial); Grieving process; Death and dying; Group dynamics; Resident rights; Advanced directives; Basic nutrition requirements; Basic principles of food storage, handling, preparation, and presentation; Resident dining experience; Meal frequency; Therapeutic or specialized diets; Principles of dietary sanitation; Food service delivery; Nutritional supplements; Basic medical terminology; Provision of basic specialty medical services (e.g. optometry, podiatry, dental, psychiatry, psychology); Role of physician services; Role of medical director; Frequency of physician visits; Provision of emergency medical services; Physician/resident relationship(s); Quality assurance processes as it relates to resident care and services; Basic therapeutic recreation/activity needs of residents; Clinical medical record content and format; Federal documentation requirements; Chemical and physical restraints; Confidentiality and safeguarding clinical record information; Center for Medicare and Medicaid Services (CMS) quality indicators.

Source: NAB Nursing Home Administrators Licensing Examination – Information for Candidates – March 2006.

PERSONNEL MANAGEMENT IN NURSING HOMES

In order for an educational course to satisfy this domain the course curriculum should have covered the majority of the following areas.

Methods of communication; communication technology (e.g. e-mail, voice mail, computer software); Criminal background checks/nursing assistant registry; Employee interview procedures; Facility staffing needs and requirements; Staff position qualifications; Staff licensure requirements; Staff education/in-service requirements; Confidentiality requirements; Recruitment and retention methods; Employment history and verification methods; Drug-free workplace programs; Staff development requirements, resources, and models; Staff corrective action methods; Staff recognition and appreciation techniques; Employee evaluation process; Staff scheduling techniques; Federal, state, and local labor and civil rights laws; Federal and state rules and regulations (e.g. Family Medical Leave Act, Occupational Health and Safety Act, Americans with Disabilities Act, Equal Employment Opportunity Commission); Safety programs and requirements; Worker's compensation rules and procedures; Injury-prevention and return-to-work program; Ethical behavior of staff.

Source: NAB Nursing Home Administrators Licensing Examination – Information for Candidates – March 2006.

FINANCIAL MANAGEMENT IN NURSING HOMES

In order for an educational course to satisfy this domain the course curriculum should have covered the majority of the following areas.

Budgeting methods and financial planning; Accounting methods (e.g. Generally Accepted Accounting Practices, cash and accrual) and regulatory requirements; Financial Statements; Reimbursement sources and methods (e.g. Medicare, Medicaid, managed care); Federal, state, and local regulations affecting nursing home reimbursement; Potential revenue sources; Internal controls (e.g. purchasing, inventory, accounting, departmental); Payroll procedures and documentation; Accounts receivable, collection, and billing procedures; Accounts payable procedures; Risk management; Eligibility and coverage requirements from third party payors.

Source: NAB Nursing Home Administrators Licensing Examination – Information for Candidates – March 2006.

ENVIROMENTAL MANAGEMENT IN NURSING HOMES

In order for an educational course to satisfy this domain the course curriculum should have covered the majority of the following areas.

Preventative maintenance systems; Equipment needs and management; Local, state, and Federal codes, rules and regulations for building, grounds, equipment and maintenance, including ADA, OSHA, Life Safety Codes, and NFPA; Roles of environmental staff (such as housekeeping, maintenance, laundry); Waste management, including infectious waste; Basic housekeeping concepts and procedures; Basic sanitation concepts and procedures; Basic infection control concepts and procedures; Pest control; Basic concepts regarding personal protective equipment (PPE); Potential hazards (e.g. biohazards, blood-borne pathogens, hazardous materials); Security measures; Elements of fire and disaster programs; Community emergency resources; In-house emergency equipment; Evacuation resources and requirements; Emergency procedures (e.g. elopements, personal injuries); Quality assurance as it relates to environmental services.

Source: NAB Nursing Home Administrators Licensing Examination – Information for Candidates – March 2006.

GOVERNANCE AND MANAGEMENT IN NURSING HOMES

In order for an educational course to satisfy this domain the course curriculum should have covered the majority of the following areas.

Federal, state and local laws, regulations, agencies and programs such as Medicare, Medicaid, Occupational Safety and Health Administration (OSHA), Americans with Disabilities Act (ADA), Fair Labor Standards Act (FLSA), Equal Employment Opportunity Commission (EEOC), Safe Medical Devices Act (SMDA); Corporate compliance; Potential legal liability of the facility; Potential legal and criminal liability of administrator; Codes of ethics of professional associations and standards of practice of state boards; Quality improvement models (e.g. continuous quality improvement (CQI), quality assurance (QA), total quality management (TQM), performance improvement (PI); Facility licensing requirements; Certification survey tasks; Quality indicators reports and on-line survey certification reports (OSCAR); Survey process including scope and severity grid as well as remedies and acceptable plan of correction; Management information systems; Technology to support facility operations (e.g. medical, security, environmental, work-place safety); The role of each component of long-term care in the healthcare continuum; Functions of all departments and services provided; Management principles and philosophies; Methods for assessing and monitoring resident and responsible parties' satisfaction with quality of care and quality of life; Techniques of conflict resolution; Grievance procedures for residents and families/responsible parties; Resident rights; The role of the resident ombudsman; Oral and written communications techniques; Risk management principles; Public relations and marketing techniques

Source: NAB Nursing Home Administrators Licensing Examination – Information for Candidates – March 2006.